

SEQUENCE FOR FILING BANKRUPTCY PETITIONS

THE COURT REQUIRES THE **ORIGINAL** COPY ONLY

Forms are available for download from the court's website

www.cob.uscourts.gov

Please clip (**DO NOT STAPLE**) the following forms together in the following order as a petition packet. Single sided copies are required.

The following are separate documents and shall be filed in all bankruptcy cases:

- Statement of Social Security Number (Official Form 21) (Individuals only)
- Notice of Automatic Stay (if desired)
- Attorney Fee Disclosure Statement
- Statement of Intentions (Chapter 7 only)
- Voluntary Petition (two pages)
- Statement of Financial Affairs
- Declaration Concerning debtor's Statement of Financial Affairs
- Summary of Schedules
- Schedules A- J (all Schedules are required for individuals; Schedules I and J are not required for business entities)
- Declaration Concerning Debtor's Schedules
- Notice to Individual Consumers (Individuals only)
- Verification of Creditor Matrix (filed along with the creditor matrix on diskette)

The creditor matrix on diskette is required. For further information on the preparation of the creditor matrix see: Instructions Regarding Creditor Matrix (Mailing Matrix): www.cob.uscourts.gov

CHAPTER 11

In addition to the above-required forms, the following are required when filing a Chapter 11:

- List of Creditors Holding 20 Largest Unsecured Claims (Official Form 4)
- Corporate Resolution/Minutes of Board Meeting Authorizing the filing of the bankruptcy
- Exhibit A to voluntary petition
- List of Equity Security Holders
- Affidavit of Proposed Attorney
- Application to Employ Attorney

ADVERSARY PROCEEDINGS:

- Cover Sheet (not required when Adversary is electronically filed)
- Complaint
- Summons (prepared for the court's issuance)

COPIES:

All petitions, schedules, statements, lists, and amendments thereto, and all motions, applications, notices, objections, requests for hearings and other documents filed or converted to electronic case files pursuant to these ECF procedures shall be filed either in **original or electronic format only**.

Copies are not required except for the following:

- a. Chapter 11 and Chapter 12 plan of reorganization;
- b. Chapter 11 disclosure statement and attachments;
- c. Motions for summary judgment and responses, and all supporting documents;
- d. Any other document requested by chambers

As to these documents, one copy clearly marked "*Chambers Copy*," shall be tendered to the court within one day after filing, or one court day after a copy of any other document is requested.